

Workshop Exercises

February 7th, 2023

B09 | Practice

Name:

Exercise One: Punctuate the following passage.

This is your last chance after this, there is no turning back.
You take the blue pill. the story ends. You wake up in your
bed and believe whatever you want to believe. You take the
red pill, you stay in Wonderland and I show you how deep
the rabbit-hole goes.

**Exercise Two: Insert commas where they belong (if
they belong :p)**

1. Although I liked what you wrote about caring for your pet rat, I have a suggestion you might want to consider.
2. Ever since you asked my opinion about the soccer field battle, I've been mulling the situation over trying to determine a logical consequence.
3. I don't usually give unsolicited advice, but this seems to me to

be a special case.

4. I wouldn't ordinarily presume to tell you how to behave, but I'm concerned.

5. Check for accuracy spelling and punctuation before sending your email.

6. It was Coach Tom who came up with the idea of recruiting players from other schools.

7. When returning items that don't fit, please remember to return them within 20 days of your purchase.

8. My teacher, who was talking to all of us, said, "If everyone passes this test we'll all get a free period."

9. "I didn't see the falling star ", Jane said, "but I sure wish I had."

10. Melissa bought a new graduation dress, and she wore it to the graduation ceremony.

Exercise Three: Formal Writing | Correct the following phrases. Write them in a formal way.

X Hello. How are you? X

Hello, I hope my email finds you well.

X I am writing to you about a job I saw for your company on the internet X

I am writing you this email to inquire about the job vacancy your company has posted about online.

X I am very good at programming X

I am a professional developer.

X I think I will be good in your company X

I believe I have all the skills your company is searching for.

X Your company does things in a good way X

I admire the work done by your company.

X Thank you. Please reply to me email soon X

I will be waiting for your response,

With thanks.

X I am the most amazing, wonderful, and tremendous programmer you will ever meet....! X

I am a hard working programmer that likes to learn new technologies and can fit-in any respectful work environment that promotes growth and team spirit.

good/bad/so happy/good way/bad way

Great / Negative / thrilled / Positive way/ Negative way

Exercise Four: Formal Writing | Rewrite the direct questions as indirect questions.

1. Could you tell me when the course is starting?.....
2. Please let me knowif i need to do a level
test?.....
3. Would you mind telling mehow much the course
costs?.....
4. Could you tell meIf you have native
teachers?.....
5. I would be grateful if you could tell mewhen
your courses begin.....
6. I would like to know ifthe accommodation is near the
school.....
7. Could you tell mehow many students are in each
class?.....
8. Would you mind telling mewhich book will we
use?.....

**Exercise Five: Formal Writing | Write a word to fill the
gaps and complete the email.**

¹ _____ Mr Cotton,

I am interested ² _____ studying at your language school and I am writing
³ _____ request further information about your courses.

Please could you tell me ⁴ _____ there are still places available on the
summer courses? I ⁵ _____ also like to know how much a three-week course
⁶ _____. Finally, I would be ⁷ _____ if you could send me details
of the accommodation that is available.

I look ⁸ _____ to ⁹ _____ from you.

Yours ¹⁰ _____,

Amit Khan

1. .Dear
2. .in
3. .to
4. .if
5. .would
6. .costs
7. .grateful
8. .forward
9. .hearing
10. .truly

**Exercise Six: Formal Writing | When are these phrases
used? Match!**

Payments	Complaints	Orders	Clarifications	Attachments	Suggestions
Apologizing	Congratulations	Closings	Openings	Meetings	Thanks
					Requests

1. We would like to offer our sincere apologies for the mistake. **Apologizing**
2. Attached please find the document ... Attachments
3. The document you have sent is not what we expected.
There may have been a misunderstanding between us.
Clarifications
4. I look forward to your reply. Closings
5. Kindly send us the agreement draft. Requests
6. We are very happy to receive a favorable reply from you.
Meetings
7. We are disappointed with the quality of your service.
Complaints
8. Your order no. 6739w, dated 26 Dec 2011 has been
shipped today. Orders
9. Your payment on Order no. 6739w is due on 12th Jan
2012. Payments
10. Alternatively, you can directly contact our local office.
Suggestions

Exercise Seven: Common mistakes. Underline the most appropriate word.

I am writing to you (1) affecting/connecting/concerning the meeting that we (2) combined/appointed/arranged for this Friday. I am afraid something urgent has come up and I will not be able to attend. Can we (3) cancel /postpone /schedule the meeting until next week? I can make any time

Wednesday or Thursday.

I apologize for any (4) disadvantage / inconvenience / unfortunate this may cause, and I (5) look forward/wait/ anticipate to (6) hear/hearing/know from you.

Exercise Eight: Using the following phrases, write a 'Thank You for the Interview' email.

Thank you - time and consideration -extended - interview with you yesterday - opportunity - my experience - my future goals - hearing from you - wish to thank - courtesy

Thank you for your time and consideration to have extended your deadline. I believe my interview with you yesterday has given me the opportunity to finally visit your headquarters and meet the amazing staff and management. Although my experience may not seem very diverse since I've been exposed deeply to only one field of the industry, I have set my mind long ago on having my future goals expose me to more and different technologies. Lastly, I wish to thank your courtesy and kindness for giving me extra time to present a glimpse of my personal projects.
I look forward to hearing from you.

